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## HOW TO COMPLETE THE RENEWAL APPLICATION FOR SEAWEED PRODUCERS (AQSW)

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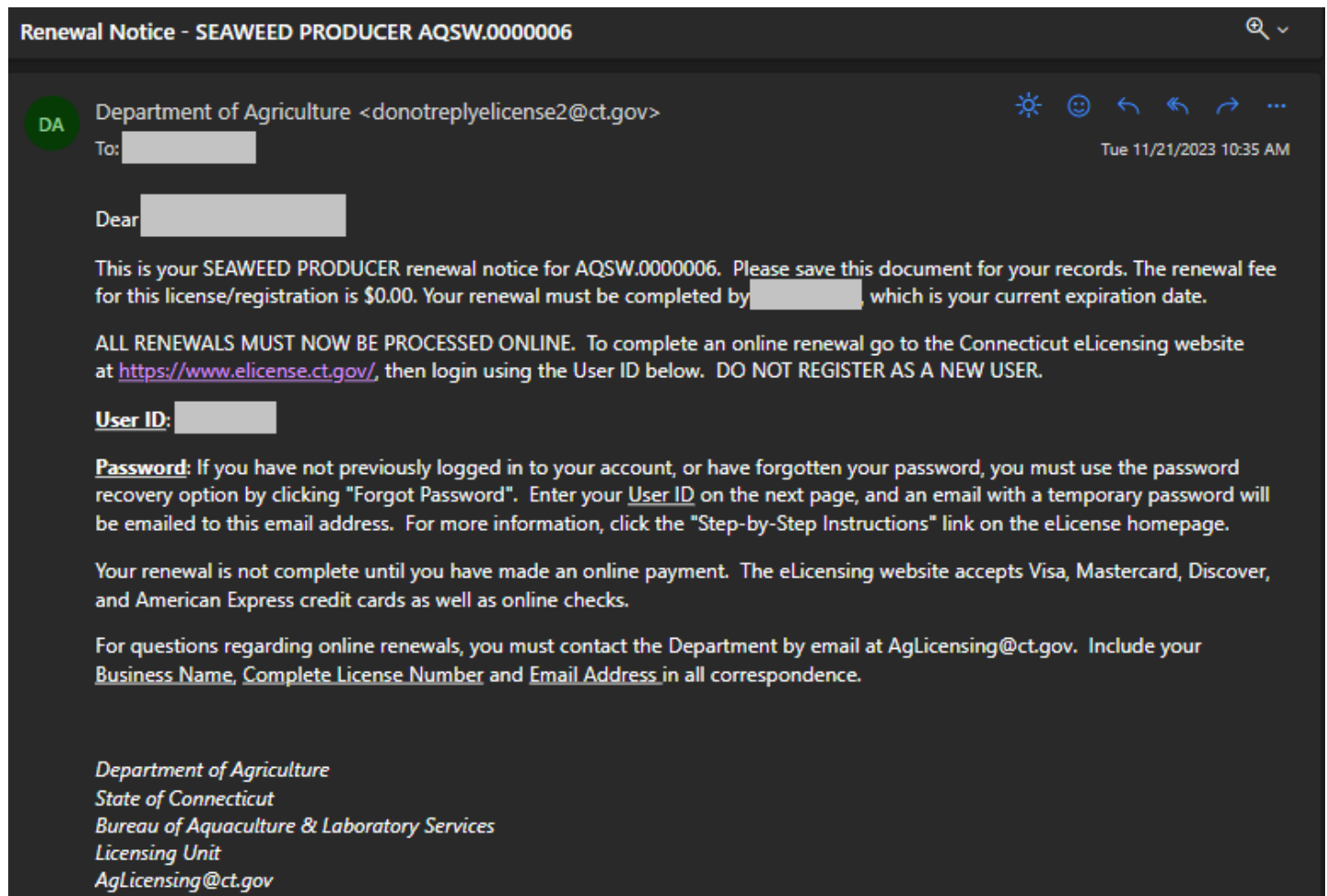
Department of Agriculture, Bureau of Aquaculture



This user guide is specifically for renewal applications. Companies that are applying for a seaweed producer license for the first time should follow this user guide: <https://portal.ct.gov/-/media/DOAG/Aquaculture/Aquaculture-permitting-and-guidance/Aquaculture-Seaweed-Producer---User-Guide.pdf>.

NOVEMBER 28, 2023

When it is time to renew your license, you will receive an email notifying that you can submit your renewal application:



Use the hyperlink in the renewal email you received, or type [www.elicense.ct.gov](https://www.elicense.ct.gov/) on the command line of your browser.

The screenshot shows the Connecticut eLicense website. The browser address bar displays <https://www.elicense.ct.gov/>. The website header includes the "eLicense Online" title, navigation links (Edit, View, Favorites, Tools, Help), and user options (Login, Register). The main navigation bar features the "eLicense" logo, "STATE OF CONNECTICUT", and links for HOME, MY ACCOUNT, and ONLINE SERVICES. The background image is a scenic view of a river and trees.

**Access Your Account**

Account: **Fast Track Renewal**

User ID:

Password:

**Log In**

Don't have an account? [Register](#)  
[Forgot Password?](#) [Forgot User ID?](#)

**Welcome**

**Welcome to the State of Connecticut's eLicense Website**

<p><b><u>VERIFY A LICENSE &amp; ROSTER:</u></b></p> <ul style="list-style-type: none"><li>Select <b>ONLINE SERVICES</b> for a list of available services.</li></ul> <p>NOTE: All data contained within License Lookup is maintained by the state of Connecticut, updated instantly and is considered primary source verification.</p> <p><b><u>LICENSE RENEWAL:</u></b></p> <ul style="list-style-type: none"><li>To access your account, enter your User ID and Password. <a href="#">Step-by-Step Instructions</a>.</li><li>First time users MUST validate an active email address.</li><li>DO NOT REGISTER A NEW ACCOUNT TO RENEW.</li></ul> <p><b><u>FAST TRACK RENEWAL:</u></b></p> <ul style="list-style-type: none"><li>Check your renewal notification for availability.</li><li>To access, click the gray Fast Track Renewal tab. <a href="#">Step-by-Step Instructions</a>.</li><li>Allows access to online renewal only.</li></ul>	<p><b><u>INITIAL APPLICATION:</u></b></p> <ul style="list-style-type: none"><li>All applicants MUST register if this is a first time application</li><li>Select the <a href="#">"Register"</a> link and create a new account.</li></ul> <p><b><u>FILING A COMPLAINT:</u></b></p> <ul style="list-style-type: none"><li>Logging in is optional, but allows you to save your complaint</li><li>Select the <a href="#">"File a Complaint"</a> link.</li></ul> <p><b><u>QUESTIONS:</u></b></p> <ul style="list-style-type: none"><li>For all inquiries, please email the appropriate agency listed <a href="#">below</a>.</li></ul>
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**Login with your User ID and password.**

If you do not remember your User ID and/or password, click the "Forgot Password? Forgot User ID?" function. The DA/BA can also assist with login assistance if issues persist.

**DO NOT REGISTER AS A NEW USER.**

After logging in, click the “RENEWAL” link in the highlighted sentence on the home screen.

FISH PRODUCER #1 Logout \$0.00 Checkout

ct.gov | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Welcome Contact Information Credential Information Supervision Online History My Complaints

**You are Logged on to the State of Connecticut's eLicense Website**

**ONLINE RENEWAL:** To renew your license, permit or registration online, select "RENEWAL" under "Online Services."

See links below for step-by-step renewal instructions:  
[User Id and Password Instructions](#)  
[Fast Track Renewal Instructions](#)

**APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION:** Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:  
1. From "Online Services", select "INITIAL APPLICATION" under "Activities" to begin.  
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.  
Note: All applications must be reviewed and approved by the appropriate agency.

**QUESTIONS:** For all inquiries, please email the appropriate agency listed below.

If you see this message preventing you from completing the renewal application, please contact [Agri.Aquaculture@ct.gov](mailto:Agri.Aquaculture@ct.gov) for assistance.

FISH PRODUCER #1 Logout \$0.00 Checkout

ct.gov | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Renew a License

Please select which license you wish to renew from the following list.

[Renewal](#) ^

Completed	License	Note
(see note)	AQSW.0000006	The Expiration date is more than 180 days from now. You will have to wait until Dec 4 2023 12:00AM to renew.

You should see this screen to start the renewal process:

Click “Start” for the AQSW (Seaweed Producer license)

FISH PRODUCER #1 Logout \$0.00 Checkout

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HOME MY ACCOUNT ONLINE SERVICES ▾

Renew a License

Please select which license you wish to renew from the following list.

[Renewal](#) ^

Completed	License	Note
<a href="#">Start</a>	AQSW.0000006	

Click “start”

Update/confirm your contact information and click “next.”

License For AQSW.0000006

AGR - AQ - Ownership Info - SW - Renewal

AGR - AQ - Ownership Info - SW - Renewal

Fields marked with an asterisk \* are required.

Please review the business owner on file.

1. Review the ownership type on file and edit if necessary:

- select one -

2. Review the name of the business' principal officer (or sole proprietor), and edit if necessary. List only one name.

3. Is the above listed owner information correct?

\* ☐ Yes ☐ No

Previous Next Close and Save

Click “next”

If you did not change the type of ownership, the type you previously entered will appear on the next section of the renewal application.

If you do not have a DHHS/FDA Food Facility Registration Number, enter “NA.”

The screenshot shows a web application window titled "License For AQSW.0000006". The left sidebar contains three menu items: "AGR - AQ - Ownership Info - SW - Renewal", "AQSW - Facility Info" (which is highlighted), and "AQSW - Land Facility". The main content area is titled "AQSW - Facility Info" and contains the following text: "Fields marked with an asterisk \* are required." Below this, question 4 asks "4. Select the type of ownership for Applicant business:" with four radio button options: "Corporation", "Limited Liability Company", "Partnership" (marked with a red asterisk), and "Sole Proprietor" (which is selected). Question 5 asks "5. DHHS/FDA Food Facility Registration Number:" with a text input field (marked with a red asterisk) and a "Previous" button to its left. At the bottom right of the form is a red "Close and Save" button.

Click “next”

Select “yes” or “no” for Aquaculture Land Facility.

The screenshot shows the same web application window, but the "AQSW - Land Facility" menu item is now highlighted in the sidebar. The main content area is titled "AQSW - Land Facility" and contains the following text: "Fields marked with an asterisk \* are required." Below this, question 6 asks "6. Do you have an Aquaculture Land Facility?" with two checkbox options: "Yes" (marked with a red asterisk) and "No". At the bottom of the form are "Previous" and "Next" buttons, and a red "Close and Save" button at the bottom right.

Click “next”

If you select yes, you will have an additional screen to complete:

License For AQSW.0000006

AQSW - Land Facility Info

Fields marked with an asterisk \* are required.

7. Location of aquaculture land facility:

\*

8. Detailed Facility Diagram/Plan/Schematic (for land-based facilities) (File must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

Choose File

\* File types accepted: pdf

You must choose your pdf file to upload and then separately click "upload document."

Previous Next

Click "next"

The seaweed information you entered last year will be autopopulated. Please update the information, as applicable.

License For AQSW.0000006

AQSW - Seaweed Information - 1

Fields marked with an asterisk \* are required.

9. Type of Seaweed:

\*

10. Location - City/Town:

\*

11. Lot/Lease Number:

\*

12. Grow out Method - Number of Lines:

\*

Previous Next

Click "next"

At the bottom of the screen, you will have the option to add more seaweed information (for the same species in a different location or for a different species). Select “yes” or “no.”

License For AQSW.0000006

AGR - AQ - Ownership Info - SW - Renewal

AQSW - Facility Info

AQSW - Land Facility

AQSW - Land Facility Info

AQSW - Seaweed Information - 1

\* 1

13. Grow out Method - Length of Lines (in feet):

\* 100

14. Army Corp. #

\* 1234

15. Deployment Date of Gear

\* Nov 1 - May 31

16. More Seaweed Info to report:

\* ☐ Yes ☒ No

Previous Next

Close and Save

Click “next”

Enter your fertilizer information. If you do not use fertilizer, enter “NA.”

License For AQSW.0000006

AQSW - Fertilizer Type and Ingredients

Fields marked with an asterisk \* are required.

32. Fertilizer/Type and Ingredients:

\*

33. Source (Company and Location)

\*

Previous Next

Close and Save

Click “next”



The information for seaweed seed you entered last year will be autopopulated. Update, as necessary.

License For AQSW.0000006

Renewal

AQSW - Facility Info

AQSW - Land Facility

AQSW - Land Facility Info

AQSW - Seaweed Information - 1

AQSW - Fertilizer Type and Ingredients

AQSW - Importation of Seaweed

AQSW - Importation of Seaweed

Fields marked with an asterisk \* are required.

34. Importation of seaweed seed/stocks:

\* ☒ Yes ☐ No

35. Source of Kelp Seed:

\*

36. Number of Spools:

\*

37. Spool Length (in feet):

\*

Previous Next

Close and Save

Click "next"

Select "yes" or "no" for chemical additives/therapeutants/pharmaceuticals.

License For AQSW.0000006

Facility

AQSW - Land Facility Info

AQSW - Seaweed Information - 1

AQSW - Fertilizer Type and Ingredients

AQSW - Importation of Seaweed

AQSW - Chemical Additives Therapeutants Pharmaceuticals

AQSW - Chemical Additives Therapeutants Pharmaceuticals

Fields marked with an asterisk \* are required.

38. Chemical Additives/Therapeutants/Pharmaceuticals:

\* ☒ Yes ☐ No

Previous Next

Close and Save

Click "next"

If you select “yes,” you will be directed to this additional page to type in all chemicals, therapeutants, and pharmaceuticals used to produce your seaweed.

License For AQSW.0000006

AQSW - Chemical Additives Therapeutants Pharmaceuticals Names

Fields marked with an asterisk \* are required.

39. List Names:

\*

Previous Next Close and Save

Click “next”

Type all water treatment processes here. If none, enter “NA.”

License For AQSW.0000006

AQSW - Type of Water Treatment

Fields marked with an asterisk \* are required.

40. Type of Water Treatment (physical/chemical) describe:

\*

Previous Next Close and Save

Click “next”

Select all types of seaweed you intend to sell (blanched, dried, frozen and/or raw), and type in the processing location.

The screenshot shows a web form titled "License For AQSW.0000006". The left sidebar contains a list of categories: "AQSW - Importation of Seaweed", "AQSW - Chemical Additives Therapeutants Pharmaceuticals", "AQSW - Chemical Additives Therapeutants Pharmaceuticals Names", "AQSW - Type of Water Treatment", and "AQSW - Product/Crop Disposition". The main content area is titled "AQSW - Product/Crop Disposition" and includes the instruction "Fields marked with an asterisk \* are required." Below this, question 41 asks for "Product/Crop Disposition" with four checkboxes: "Blanch\*", "Dried", "Frozen", and "Raw". Question 42 asks for the "Location of Processing (describe):" with a text input field marked with an asterisk. At the bottom, there are "Previous" and "Next" buttons, and a red "Close and Save" button.

Click "next"

If you select any type of processed seaweed, you will be directed to an additional screen about additional public health requirements. Select "yes" or "no" to have you obtains a license from DCP?

The screenshot shows the same web form, but now the "AQSW - DCP - License" section is active. It includes the same instruction "Fields marked with an asterisk \* are required." and question 43, which states: "Any producer intending to process seaweed (e.g. freeze, dry, blanch) must have the appropriate license from the Bureau of Aquaculture, complete the required facility inspections, and comply with Consumer Protection standards (contact the Connecticut Food and Standards Division at dcp.foodandstandards@ct.gov), prior to processing seaweed. Have you obtained a license from DCP?". Below this is a checkbox for "Yes" and a checkbox for "No", both marked with an asterisk. The "Previous" and "Next" buttons are still present at the bottom, along with the "Close and Save" button.

Click "next"

Select “private well” or “public water supply.”

License For AQSW.0000006

AQSW - Water Source to be Used for Processing/Washing

Fields marked with an asterisk \* are required.

44. Water Source to be Used for Processing/Washing:

\* ☐ Private Well ☐ Public Water Supply

Previous Next Close and Save

Click “next”

If you select “private well,” you will be redirected to an additional screen to upload well water test results.

License For AQSW.0000006

AQSW - Private Well - Upload form

Fields marked with an asterisk \* are required.

45. Upload Well water test results (must be tested twice yearly-does not apply to public water supply): (File must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

Choose File No file chosen

\* File types accepted: pdf Upload Document

Previous Next Close and Save

Click “next”

You must choose your pdf file to upload and then separately click “upload document.”

Select all applicable sale types. You will be redirected to enter sale information for each type you choose.

License For AQSW.0000006

AQSW - Product - Crop Use

Fields marked with an asterisk \* are required.

46. Product/Crop Use:

\* ☐ Broker/Agent ☐ Processor ☐ Restaurant ☐ Retail ☐ Wholesale

Previous Next Close and Save

Click "next"

For each type you selected, list all purchasers of the product.

License For AQSW.0000006

AQSW - Product Use - Retail Purchasers

Fields marked with an asterisk \* are required.

Product Use - Retail Purchasers

50. Please List ALL Purchasers of Product (Include City and State):

\*

Previous Next Close and Save

Click "next"

If there have been any changes to the requested pdf documents for questions 52-58, please upload them here. The document upload is only required for question 52, as all other documents were already provided in the original application.

License For AQSW.0000006

AQSW - Upload Documents

Fields marked with an asterisk \* are required.

52. Upload process document and flow chart: (file must be in a pdf format)

No document(s) uploaded for this question.

Select a document to upload:

Choose File No file chosen

\* File types accepted: pdf

Upload Document

53. Upload Fertilizer/Type and Ingredients: ( file must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

Choose File No file chosen

\* File types accepted: pdf

Upload Document

Previous Next

Close and Save

Click "next"

You must choose your pdf file to upload and then separately click "upload document."

Complete the Attestation and click "next."

License For AQSW.0000006

AGR - AQ - Attestation

Fields marked with an asterisk \* are required.

59. I attest that all of the information contained herein is true to the best of my knowledge and agree that in the event a license or registration is granted, said applicant shall comply with all laws, orders, rulings, regulations and directives issued by the Commissioner of Agriculture.

\* ☐ Yes ☐ No

60. Name of Applicant:

\*

61. Applicant Title:

\*

62. Applicant Telephone Number:

\*

Previous Next

Close and Save

When you select next, you will have the opportunity to review the application. Confirm that all of the information you entered is correct. Click "finish."

Your application is now complete and has been submitted to DA/BA for review.